

Intern Job Description

Job Title: Marine Conservation Intern

Location: REEF HQ in Key Largo, Florida

Stipend: Stipend of \$500.00 for the semester. Intern housing provided.

Dates of Positions:

Spring Semester: January - May

Summer Semester: May - September

Fall Semester: September - January

*Start and end dates are flexible.

Time Commitment:

4 months. 3 days (24 hours) each week in the REEF office, 1 day each week of diving; whenever possible, 1 day each week working with another environmental organization.

Summary of Position:

The REEF Marine Conservation Internship Program is designed to introduce college-age individuals (Juniors, Seniors, graduate students) to working in the non-profit sector of marine conservation.

Supervisor: Executive Director

Organization: Reef Environmental Education Foundation (REEF)

Duties:

1. Assist in processing Fish Survey report forms
2. Manage new membership requests and services to current members
3. Process orders for merchandise and educational materials
4. Respond to phone, e-mail and in-person information requests
5. Conduct seminars for local and visiting school and dive groups
6. Conduct Fish Survey dives to gather sighting information
7. Write occasional articles for website and newsletter

Benefits:

1. Exposure to non-profit educational and environmental organizations
2. Experience in monitoring protocols, procedures and data management
3. Opportunities to teach others about the marine environment
4. College credit, if appropriate
5. Letters of recommendation provided upon successful completion of the internship
6. Diving Days!

Qualifications:

1. Interns must be current on their SCUBA diving skills and provide their own diving equipment. Experience in ocean and boat diving is preferred.
2. Transportation while living in Key Largo is required.
3. Basic computer skills mandatory.
4. Excellent people and communication skills required. We work with the general public on a continual basis.
5. Enthusiasm to teach.

Certification/Training/Knowledge Required: SCUBA**Training Provided:**

On the Job Training. Interns will be taught identification of local fish species to the expert level, including the opportunity to conduct numerous fish survey dives. Computer data entry and management will also be taught.

Available Training. Interns can receive in-depth training on Caribbean reef fishes including identification, behavior, ecology and survey methodologies. They will also be provided the opportunity to teach marine life seminars to the general public.

Equipment/Tools to be supplied by Volunteer:

1. Reliable transportation.
2. Full SCUBA equipment.

For further information contact:

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Web Site: <http://www.reef.org/intern.htm>.